

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



**AIR FORCE INSTRUCTION 11-202,
VOLUME 2**

**AIR FORCE MATERIEL COMMAND
Supplement 1**

18 MAY 2004

Flying Operations

**AIRCREW STANDARDIZATION/EVALUATION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: AFMC/DOV (Mr. Gary W. Hogg)
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AFI 11-202, Volume 2, 17 Jun 2002, is supplemented as follows:

This document supplements AFI 11-202, Volume 2 and applies to all AFMC flying activities with primary aircrew assigned or attached for flying. This supplement does not apply to the Air National Guard or the US Air Force Reserve units and members except those under AFMC OPCON.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

2.2.1.1. Waivers to the basic guidance outlined in the AFI and this supplement will be routed through appropriate Stan/Eval channels to flying unit commanders, and intermediate level Stan/Eval offices prior to submission to AFMC/DOV. AFMC/DOV will forward requests for waivers to basic guidance to the appropriate agency for action. AFMC/DOV is waiver authority for this supplement.

2.3.1.1. The Chief of Standardization/Evaluation (Stan/Eval) (AFMC/DOV) manages the aircrew, parachute, and life support Stan/Eval programs. Due to the absence of Numbered Air Forces (NAFs) within AFMC, AFMC/DOV assumes all additional responsibilities normally associated with major command (MAJCOM) and NAF Stan/Eval functions. In this regard, AFMC/DOV executes both administrative and flying roles. AFMC/DOV personnel are exempt from all additional duties, roster duty, courts, and boards except as directed by HQ AFMC/DO.

2.3.1.2. AFMC/DOV certified evaluators are authorized to administer any evaluation type within their aircrew specialty/weapon system and on those missions in which they maintain qualification, for any AFMC flying organization or AFRC flying organization under OPCON to AFMC.

2.3.2.2. AFMC produces a three-volume set of Flight Test (FT) instructions containing attachments for each weapon system flown in AFMC. These instructions are numbered AFI 11-2FT Volume 1, 2, and 3,

and will contain the training, evaluation criteria, and operations procedures, respectively, for each weapon system. AFMC uses these instructions in lieu of AFI 11-2 MDS-specific Volumes for flying operations. In the absence of published guidance, AFMC units will coordinate with AFMC/DOV for approval of locally developed guidelines. If possible, these guidelines should be consistent with similar guidance specified in the appropriate AFI 11-2 MDS-specific lead MAJCOM Volumes. In addition, aircraft on loan to AFMC undergoing short-term flight test programs will be flown according to the lead MAJCOM guidance if no AFMC guidance exists. Flying units are only required to maintain MDS attachments for their applicable aircraft operations.

2.3.2.3. AFMC/DOV will convene a Flight Operations conference to discuss field concerns as they relate to operations, flying training, standardization and evaluation policies.

2.3.2.6.1. AFMC is the lead MAJCOM for flight test operations and test-coded aircraft. AFMC/DOV develops and manages the flight test master question files (MQF) program.

2.3.2.11. AFMC will select highly qualified flight examiners from within AFMC to augment the DOV staffs on formal visits, to ensure all aircraft/aircrew are represented to maximum extent possible. The priorities are as follows:

2.3.2.11.1. (Added) AFMC Command Chief Pilot (CCP).

2.3.2.11.2. (Added) AFMC flight examiners from units external to the unit being inspected.

2.3.2.11.3. (Added) Other MAJCOM evaluators.

2.3.2.11.4. (Added) To ensure maximum objectivity during the inspection, team flight examiners will not be assigned to the unit being inspected.

2.3.3.2. AFMC/DOV will appoint Command Chief Pilots (CCPs) for all aircraft where there is no expertise resident within AFMC/DOV. CCPs serve as experts in their designated aircraft and provide administrative assistance to the headquarters staff. CCPs may be called upon to augment the Stan/Eval Inspection Team, administer flight evaluations, attend Flight Manual Review Conferences, prepare and review MQFs and examinations, review proposed changes to flight publications, and other duties as required.

2.3.4.1. Units will develop supplements to this instruction and forward to AFMC/DOV for approval. The supplement will contain processes, which describe the unit's Stan/Eval program. This supplement will not be less restrictive than the guidance in this supplement nor the basic instruction. Send unit supplements to AFMC/DOV, 508 W Choctawhatchee Ave, Suite 4, Eglin AFB FL 32542-5713, for review and approval prior to publication. Include AFMC/DOV and AFMC/DOO on the distribution list for approved supplements to AFI 11-2FT Volume 2.

2.4.1. AFMC mission focus varies from unit to unit. Unit mission may be flight test, depot level maintenance or modification, or variations and combinations. AFMC/DOV Stan/Eval will evaluate each unit's performance of its primary mission.

2.4.2.6. Commanders (Center, Wing, & Group), Director of Flight Operations (DFOs), Chiefs of Stan/Eval, (Group level or higher) and CCPs will receive required evaluations from an AFMC/DOV designated examiner. Unit (squadron or detachment) commanders and unit chiefs of stan/eval will receive required evaluations from the next higher level of stan/eval. Evaluation requests must be coordinated with AFMC/DOV no later than two weeks in advance of the desired evaluation date. If AFMC/DOV is unable to provide an evaluator, an alternate will be designated. Document on the AF Form 8, **Certificate of Air-**

crew Certification, in the mission description block with the name and date of the approving official from AFMC/DOV.

2.4.2.7. HHQ evaluators may fly for the purpose of promoting standardization in mission, MDS, or crew functional areas with any AFMC unit or AFRC unit with OPCON to AFMC. The examiner may log evaluator time if current/qualified and certified as an evaluator in the aircraft, otherwise log “O” or “X” IAW AFI 11-401.

2.4.2.8. Units will forward supplements to AFMC/DOV for approval.

2.4.2.10. CCPs will be tasked to update MQFs annually or when a change to flight manual occurs.

2.5.2.1. Inspections, staff assistance visits, and Aircrew Performance Evaluations are prescribed in AFMCI 90-203.

3.2.2.4.1. Unit trend programs will consist of tracking flight evaluations, flight evaluation discrepancies, and ground requisite examinations.

3.2.2.6. All units will forward the current meeting minutes to AFMC/DOV. For small units (10 or less aircrew) where a formal standardization evaluation board (SEB) would not be practical, a Stan/Eval status letter will be generated to inform unit personnel on Stan/Eval related issues. This letter will encompass all the requirements listed in **Attachment 2**. These minutes will be kept for 1 year.

3.2.2.9.4. (Added) Group Level Standardization/Evaluation (OGVs) organizations will advertise the AF Forms 847, **Recommendation for Change of Publication**, program through newsletters, SEB and support unit level programs. Units are highly encouraged to use electronic Forms 847 and e-mail to process and forward Forms 847 to AFMC/DOV for action.

3.2.2.12. (Added) Transmit (e-mail preferred) “Letter of X’s” on a monthly basis to AFMC/DOV.

3.3.1.4. Unit commanders will appoint a Stan/Eval Liaison Officer (SELO) to accomplish any of the above duties not performed by OGV. Where there is no parent Operations Group Stan/Eval function (OGV), there will be a unit Chief of Stan/Eval who will assume those additional responsibilities.

3.3.1.5. AFMC/DOV will publish a letter of certification for all HHQ evaluators. Units with HHQ evaluators attached will annotate and will certify on the local unit Letter of X’s as evaluator in their respective crew position and weapon system.

3.3.3.3. When “in unit” evaluators are not available, operations group commanders or DFOs (as applicable) may approve the use of attached fliers as evaluators. Submit information copies of approval on an AFMC Form 73, **AFMC Flight Operations Waiver Request**, to AFMC/DOV.

4.2.1. Training in accordance with AFI 11-202 Volume 1, AFMCS1 will be completed prior to assuming flight examiner duties.

4.2.2.1. (Added) HQ AFMC will announce CCP vacancies and solicit nominations. Nominations for these positions must be endorsed by the flying unit commander and forwarded through Stan/Eval channels to AFMC/DOV. Nominees must be current and qualified instructor pilots. Background information will include name, rank, current position and crew qualification, total flight time, total instructor and evaluator time (if any), total time and total instructor/evaluator time in the aircraft for which nominated, time on station, unit, phone number and date of separation, if applicable.

4.2.4. The “Letter of Xs” or Pilot Qualification roster satisfies this requirement for “letter of certification” if also reported in the SEB minutes.

4.3.1. Flight examiners will not administer evaluations to personnel who are responsible for writing or endorsing their performance report without specific approval from AFMC/DOV. Subordinate evaluation waivers will be coordinated with AFMC/DOV at least two weeks prior to the proposed evaluation. If AFMC/DOV is unable to provide an evaluator, document on the AF Form 8, in the mission description block with the name and date of approving official from AFMC/DOV.

4.3.4. AFMC/DOV certified evaluators may conduct any evaluation within their aircrew specialty/ weapon system and on those missions in which they maintain qualification. Examiners assigned to AFMC/DOV, CCPs, and HHQ designated augmentees administering evaluations on behalf of AFMC/DOV may administer SPOT evaluations in aircraft for which they are not qualified, but may not occupy a mandatory crew position without AFMC/DOV approval, unit DFO concurrence and IAW AFI 11-401 and supplements. Additionally, these examiners are authorized to fly on initial FCFs to evaluate crew performance during higher HQ directed formal inspections and evaluations.

4.3.5.1. (Added) Unit Chiefs of Stan/Eval or SELO, will make available a flight evaluation briefing guide covering these minimum requirements for evaluations. Units may tailor this guide to their needs:

4.3.5.1.1. (Added) Critical areas.

4.3.5.1.2. (Added) Examiner tasks.

4.3.5.1.3. (Added) Simulated student performance (for instructors).

4.3.5.1.4. (Added) Simulated emergency procedures.

4.3.5.1.5. (Added) Instrument comparison.

4.3.5.1.6. (Added) Instrument approach procedures.

4.3.5.1.7. (Added) Unusual attitude procedures.

4.3.5.1.8. (Added) Touch and go criteria.

4.3.5.1.9. (Added) Grading criteria.

4.3.5.1.10. (Added) Momentary deviations and repeating maneuvers.

4.3.8. Flight examiners within AFMC may administer flight evaluations to other AFMC personnel without pre-approval from AFMC/DOV, subject to the provisions of para 2.4.2.6. and 4.3.1. Other MAJCOMs require specific approval from AFMC/DOV. If an Out-of-Command flight examiner is used for an AFMC flight evaluation, AFMC/DOV will be notified at least two weeks prior and AFMC/DOV approval will be documented on the AF Form 8. The Out-of-Command evaluator will be briefed on the specifics of AFMC flight evaluations. The unit utilizing these evaluators will be responsible for properly documenting the flight evaluation in accordance with this supplement.

4.4.1. The AFMC/DOV division chief, MAJCOM Chief of Stan/Eval, is designated a Senior Examiner in addition to evaluator in his assigned aircraft.

4.4.2.1. (Added) Senior flight examiners may administer flight evaluations in aircraft, crew position and missions for which they are qualified. Additionally, they may administer SPOT evaluations to all crewmembers in any aircraft assigned to their respective or subordinate units.

4.4.2.2. (Added) Senior flight examiners and Group Chief of Stan/Eval may administer SPOT evals in aircraft for which they are not qualified, but may not occupy a mandatory crew position unless approved by AFMC/DOV IAW AFI 11-401 and supplements.

5.2.1. Profiles for qualification/instrument/instructor evaluations will be conducted in accordance with the prescribed worksheets for each aircraft and crew position and with the applicable flight test grading criteria contained in AFI 11-2FTV2.

5.2.1.1. Conduct difference/conversion evaluations IAW MDS-specific guidance. Recurring evaluations are then conducted in any series of a particular mission/design aircraft in which qualified.

5.2.1.2. Instrument flight evaluations are required for all initial aircraft qualifications and re-qualifications.

5.2.1.2.3. (Added) Navigators with flight instruments used for navigation at their station must attend a periodic instrument refresher. Complete an instrument exam as a requisite to the qualification evaluation.

5.2.1.2.4. (Added) Weapon Systems Officers and navigators having flight controls at their duty station will complete the pilot instrument exam as a requisite to the qualification evaluation. If multiple qualified, complete the instrument exam in phase with the qualification evaluation on the primary aircraft.

5.2.1.3. The requirement for a mission evaluation for AFMC aircrews is waived. However, evaluators should attempt to include mission type events on a qualification evaluation. Mission type events may be any Phase II event such as aerobatics, confidence maneuvers, safety chase, approaches to stalls, BFM, flight test techniques, formation, basic weapons deliveries and functional checks. The Mission Section of the evaluation sheets contains four areas to be evaluated if mission type events are accomplished on a qualification evaluation.

5.2.1.4.1. Whenever possible this evaluation will be conducted from the instructor position and may be combined with other evaluations to utilize aircraft resources. All instructor aircrew will be evaluated in all general, qualification, and instructor areas. If the instructor position cockpit layout/visibility has differences that are significant enough to affect instrument maneuvers or landing techniques, units will add appropriate grading areas to evaluate the differences. The instructor upgrade flight evaluation requirements apply to all primary aircrew positions. Instructor comments must be included and described in adequate detail in the mission description area of the AF Form 8.

5.2.1.5.1. (Added) If all required flight phase events for the periodic QUAL/INSTM evaluation were completed, the examinee may elect to update the periodic evaluation expiration date provided all requirements for the evaluation are completed within the periods described in paragraph 5.2.7. If all requirements were not completed (for example, Instructor events) subsequent flights are not authorized and the evaluation may not update the periodic evaluation expiration date.

5.2.1.5.2. (Added) Standardization/Evaluation Flight Examiner (SEFE) Objectivity Evaluations. Senior Flight examiner, OGV, AFMC/DOV, CCP, and HHQ designated augmentees administering evaluations on behalf of AFMC/DOV can administer a SPOT evaluation. Evaluations may be conducted in flight or ground evaluations. The purpose of these evaluations is to evaluate flight examiners within a unit on their ability to comply with higher headquarters (HHQ) and local Stan/Eval directives. Properly brief and debrief an examinee, correctly identify discrepancies, award the correct grade for each evaluated area, award the appropriate overall grade, and, if required, assign appropriate additional training. These evaluations are “over-the-shoulder” type evaluations and may include Emergency Procedures Evaluations (EPEs), qualification, instrument or instructor evaluations. There are no requisite exams required for this evaluation. SEFE Objectivity evaluations will be documented as SPOT evaluations in the Flight Phase (or Ground Phase for EPEs) of the AF Form 8.

5.2.3.3. With prior notification to the unit commander, the AFMC Chief of Stan/Eval may direct HHQ designated flight examiners qualified in the aircraft and crew position to replace any scheduled primary aircrew prior to flight briefing time. Non-HHQ evaluators, at the direction of the DFO, may replace any scheduled primary aircrew prior to flight briefing time for the purpose of administering a no-notice evaluation.

5.2.3.3.3. (Added) No specific requirements are established for the number of areas that must be graded on a no-notice evaluation; however, flight examiners will evaluate all areas observed and prepare an AF Form 8. When HHQ evaluators fly for the purpose of promoting standardization in mission, MDS, or crew functional areas, an AF Form 8 is not required.

5.2.5. Units will develop profiles for emergency procedure evaluations using the AFMC worksheets as a foundation (ref para. 5.3.1.). These profiles will contain elements of the unit's mission if applicable (i.e., FCF profiles). Flight examiners will tailor evaluation profiles using as a minimum the listed requirements on the worksheets. Units will use the appropriate overlay of the AFMC FORM 59, **Aircrew Evaluation Sheet** (found on the AFMC/DOV website) or the AFMC Form 72, **SEFE Objectivity Evaluation Sheet** to conduct evaluations and to meet the required evaluation profiles.

5.2.7. For initial qualification evaluations, requals, and initial instructor evaluations all requisites must be completed prior to the flight evaluation. Single seat fighter aircraft pilots will complete written qualification examinations before the first training flight. This applies whether the first flight is in a single or dual-seat aircraft.

5.2.7.2. Use this criteria for SPOT or No-Notice evaluations that will fulfill or reset the periodic eligibility requirements.

5.2.8. Document all areas in the remarks section of the AF Form 8.

5.2.10.3. The Stan/Eval Grading Criteria for all AFMC aircrew is located in AFI 11-2FT, Vol 2.

5.2.12.2.4. Additional training required as a result of a Q-2 or Q-3 evaluation will be completed and a successful requal evaluation (if required) accomplished within 60 days. The instructor's/training officer's signature will be annotated on the front of the AF Form 8 next to "date additional training was completed" block. This training will be documented in the individual training folder as defined by AFI 11-202, Volume1/AFMCS 1.

5.2.15. For units without an AFMC operations group submit waiver request to AFMC/DOV. Waivers that are granted by the operations group (OG) for precluding re-accomplishment of completed requisites must be no longer than two months.

5.2.16.1. Document AFMC multiple qualifications on AFMC Form 80, **Multiple Qualification Request and Authorization**.

5.2.16.1.1. (Added) AFMC delegates approval authority for multiple qualifications to the wing commander. Alternatively, AFMC/DOV is the approval authority for multiple qualifications of Center, wing and group commanders, and aircrew who are not assigned to an AFMC unit with a parent flying wing organization.

5.2.16.1.2. (Added) Use AFMC Form 80 for all pilot, navigator, electronic warfare officer, fire control officer, flight engineer, loadmaster, and boom operator multiple qualification requests. Submit through channels to the wing commander or AFMC/DOV, as appropriate. Other aircrew multiple qualifications may be documented by letter. Flight surgeons do not require an AFMC Form 80.

5.2.16.1.3. (Added) Pilot and flight engineer qualification in B-707 variants is considered a single qualification upon completion of conversion training in each specified aircraft. Pilot qualification in B-747 (including AL-1) is considered a single qualification upon completion of conversion training in each specified aircraft.

5.2.16.1.4. (Added) Remotely Pilot Aircraft (RPA) companion trainers (if applicable) will be documented on an AFMC Form 80, however, the companion trainer is not considered a “second” or “third” qualification in regards to approval authority.

5.2.16.1.5. (Added) Non-USAF gliders and tow planes flown in conjunction with the United States Air Force Test Pilot School (USAFTPS) curriculum do not constitute a multiple qualification.

5.2.16.1.6. (Added) Non-AFMC owned or possessed aircraft flown for non-AFMC purposes do not constitute a multiple qualification.

5.2.16.1.7. (Added) Each year in June, DFOs will review and re-validate all multiple qualifications. Cancel those no longer required for mission accomplishment. Document this review with initials and date on each AFMC Form 80.

5.2.16.1.8. (Added) DFOs will designate a primary aircraft for multiple qualified aircrews.

5.2.16.1.9. (Added) A new AFMC Form 80 is required when an aircraft qualification is changed. Changes in aircrew duty position do not require annotation. Upon permanent change of station (PCS) of a multiple qualified aircrew, the AFMC Form 80 will be re-accomplished by the gaining unit if multiple qualification is still required.

5.2.16.1.10. (Added) AFMC Form 80 approved at HQ AFMC will have a control number and expiration date. These blocks need not be completed on locally approved multiple qualifications.

5.2.16.1.11. (Added) Do not begin qualification ground or flying training in an additional aircraft until the AFMC Form 80 has been approved. AFMC Form 80 approval does not constitute permission to violate the provisions of AFI 11-202V1 concerning retainability upon completion of aircraft qualification training.

5.2.16.1.12. (Added) Do not enter flying personnel into initial qualification or re-qualification training in more than one aircraft at the same time.

5.2.16.1.13. (Added) AFMC Form 80 will be maintained in the first section of the Flight Evaluation Folder. (FEF)

5.2.16.1.14. (Added) AF Forms 8 for dual qualified pilots will be reviewed as directed in [Table 7.1. \(Added\)](#) The Final Approval Official will be the flying unit commander for the aircraft in which the eval was administered.

5.2.16.1.15. (Added) HQ AFMC/DO is the approval authority for all triple qualifications. Triple qualifications will only be authorized when there is a complete and compelling reason. The duration of the qualification will be a temporary solution to solve short term manning problems. The unit must submit justification in writing signed by the wing commander or equivalent, to AFMC/DOV.

5.2.16.2. Dual qualified pilots will complete an instrument evaluation in each category of aircraft in which qualified. See [Table 5.1. \(Added\)](#).

Table 5.1. (Added) Aircraft Categories for Instrument Evaluations.

Jet	Multi-Engine Jet	Prop/Turboprop	Helicopter	RPA
A-10	B-1	C-12	UH-1	R/MQ-1/9
F-4	B-2	C-130	HH-60	RQ-4
F-15	B-52		MH-53	
F-16	C-5		CV-22	
F-22	C-17			
F-117	C-22 (B-727)			
U-2	C-135			
T-38	C-141			
	KC-10			
	E-3			
	E-8			
	AL-1			
	B-707 Series			

5.2.18. (Added) Initial Cadre. Aircrew members appointed as initial cadre or completing training leading to qualification in experimental or developmental aircraft will comply with the intent of this instruction. Document initial qualifications in these aircraft in flight phase section of AF Form 8 as "INIT CADRE QUAL." Tailor recurring evaluations to program requirements and aircraft capabilities. Simulators may be used to satisfy recurring evaluation requirements. Pilots in these programs will maintain an instrument rating. Maintenance of the instrument rating, when not practical in the experimental/developmental aircraft, will be accomplished in aircraft possessing similar flying qualities/instrumentation.

5.2.19. (Added) Exchange/Foreign Personnel. All primary aircrew will have a current AF Form 8 to fly in an unsupervised status. Commanders will approve and Chiefs of Stan/Eval will review each aircrew's individualized training program to ensure adequate knowledge of and proficiency in USAF/AFMC procedures. Upon completion of training, conduct ground and flight evaluations (as required) and document on AF Form 8 (Not applicable for USAFTPS students).

5.3.1. All primary crewmembers will be administered an EPE. See requirements in AFI 11-2FTV2. To ensure examinees' knowledge and execution of critical emergencies is adequately covered, units will develop a local EPE profile guide. This guide will include as a minimum, both critical (Boldface/CAPS) and non-critical emergencies for each phase of flight (ground ops, takeoff, in-flight, and landing).

6.3.2. AFMC will utilize a computer based testing program designated by AFMC/DOV.

6.4.5.1. Open book examinations will contain a minimum of 50 questions, 10 of which will be derived from applicable USAF, AFMC, and local flight instructions. Examinations will be reviewed for accuracy upon change or revision to any referenced publication. Use of AFMC Form 70, **Standardization/Evaluation Answer Sheet** or equivalent can be used for any testing requirement.

6.4.5.2. Closed book examinations will be constructed from master question files and will measure knowledge of essential information critical to the safe and effective operation of the aircraft to include aircraft limitations, systems, normal and emergency procedures, cautions, warnings, and egress. Examinations will contain a minimum of 20 questions and, when applicable, boldface. Examinations will be reviewed for accuracy upon change or revision of any referenced publication.

6.4.5.2.1.2. The key element of the MQF program is the CCP. CCPs will develop and maintain their respective MQFs tailoring each mission design series (MDS) and crew position to AFI 11-2FTV2. The MQF program will be posted on the AFMC WebPages

(<https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/DO/dov.htm>). In addition, each CCP will be responsible for updating their MQFs when changes to the Flight Manual occur.

6.4.5.2.1.2.2. Notify AFMC/DOV and the CCP upon the discovery of inaccurate or outdated information in command MQF files.

6.4.5.2.1.2.3. (Added) The MQFs will contain a minimum of 100 questions taken from the flight manual. These questions must be applicable to all users of that MDS. Combining MQFs for different crew positions may be accomplished if feasible by categorizing test banks and can be accessed without modifying the testing program. Those MQFs questions will be constructed as listed in 6.4.5.2.1.2.4. (Added). Crew members are responsible for only those questions that are specific to their crew position. These questions will be identified by category designation

6.4.5.2.1.2.4. (Added) Test questions will be multiple choice with only four possible answers (a,b,c,d). True/false questions may also be used.

6.4.5.2.1.2.5. (Added) Similar Model/Design aircraft may have combined MQFs and tests to cover all series in that design. (i.e., F-16/A/C/CG/CJ). Crew members are responsible for only those questions that are specific to MDS variants for which they are qualified. These questions will be identified by category designation

6.6. Flight Surgeon Examinations. Document completion of examinations in ARMS.

7.3.1. Units may download electronic forms and locally reproduce them as necessary. Locally developed forms may be used if they are exact duplicates of the AF electronic versions.

7.3.3.1. Normally, the AF Form 8 is left “open” until all flight evaluation and ground requisites are complete. When requisites are not completed within the prescribed period, close the AF Form 8. When a less than qualified grade is awarded on any requisite or evaluation or the examinee is placed in a supervised status, close the AF Form 8.

7.3.4.3.1. Enter MD (mission and design) for SPOT ground evaluations (i.e. EPE).

7.3.5.1.1.1. The entry order will be in accordance with the attached samples. Documentation for crewmembers operating similar aircraft only or model variants such as C-130E/J will take both open and closed book exams for both aircraft. Annotate completion of the primary aircraft open book exams and closed book exams in the ground phase blocks. Document additional exams completed on the front side of the AF Form 8, Comments Section.

7.3.5.2.1.1. Document combined evaluations as indicated: INSTM/QUAL.

7.3.5.2.1.3. Do not document INSTR in the flight phase of the AF Form 8 on recurring periodic evaluations. The instructor portion of the evaluation will be documented in the examiner’s remarks.

7.3.5.5.2. Restrictions should include items derived from poor performance on an evaluation and either become permanent or dropped when the prescribed Additional Training is completed. Also, include unit mission elements that weren't completed in the training program and are of a permanent nature. For example, if a pilot didn't complete night training requirements in his Phase I training program and the unit never intends to complete that training, document that restriction on the AF Form 8. If the unit intends to complete that training, document this temporary restriction in unit training documentation.

7.3.5.6.1. Exception: AFRC under OPCON to AFMC will complete additional training NLT the last day of the second month.

7.3.5.8.3. Examiner's Remarks will be on the reverse side of the AF Form 8. Restrictions will remain on the front side.

Restrictions may include: Day only (TPS school instructors night restricted), CONUS only (for navigators not overwater qualified). If the restriction is temporary, i.e., follow-on training will rescind the restriction, document in training folder

(Added) MDS Qualifications. Document on the bottom line on the front side of the Form 8 after Restrictions. For aircrews maintaining qualification in more than one series aircraft of the same mission design, and for instrument evaluations in similar aircraft categories, list all MDS for which the evaluation applies.

Examiner's Remarks.

A. Mission Description: Document all relevant facts of the mission to include purpose of evaluation, a brief description of the weather (if a factor), specific maneuvers, type instruction evaluated (if applicable), and the examinees performance, if warranted. For a requalification evaluation describe the circumstances causing the unqualified status.

B. Discrepancies: (Document all discrepancies of "Q-" or "U") or enter "NONE." For any discrepancies use the worksheet item number, description, grade and a summary of the discrepancy. Indicate if debriefed when additional training is not prescribed.

7.3.5.9. The Exceptionally Qualified Designation is not used for AFMC evaluations.

7.3.6.1.3. Each examiner will document as a minimum Examiner's remarks, part A and B. The examiner's signature block will reflect the examiner's name, grade and organization.

7.3.6.2.1. The examiner, reviewer, and approving officer should all be different individuals for any particular AF Form 8. In addition to providing an additional level of command oversight, the Reviewing Officer is responsible for quality control of the AF Form 8 format and is also responsible for ensuring the content of the AF Form 8 is in compliance with this instruction and AFMC supplement. Therefore, the Reviewing Officer should be currently involved in the Stan/Eval operations of the unit; however, where the Unit Chief of Stan/Eval is the examinee or the examiner, the Final Approving Officer will designate an appropriate Reviewing Officer. The Final Approving Officer is responsible for certifying the qualifications attested to on the AF Form 8 and should be the flying unit commander or DFO. The next higher available level of flying oversight should approve flying unit commander evaluations. The levels of flying oversight are flying unit commander, operations group commander, wing commander, and finally Chief of Stan/Eval AFMC/DOV. See **Table 7.1. (Added)** for additional guidance.

Table 7.1. (Added) AF Form 8 Reviewing and Approving Officials.

If examinee is:	Reviewing officer is:	Final Approving officer is:
Unit Chief of Stan/Eval	Designated by Final Approving Officer	Flying Unit commander
Center, wing, or Group CC; DFO; CCP	highest level of Stan/Eval at location	AFMC/DOV Chief, Stan/Eval
All others	Unit Chief of Stan/Eval	Flying Unit commander

7.3.6.2.1.1. (Added) For initial qualifications, requalifications, and crew position upgrade, aircrew personnel must be certified prior to performing these duties in an unsupervised status. Certification normally occurs on the date the final approving official signs the AF Form 8. Approving officials may authorize unsupervised duty status prior to signature on the AF Form 8. Document this authorization (with date) in the remarks section of the evaluation worksheet and the final AF Form 8.

7.3.7.4. The AFMC flight evaluation worksheets will be used as the temporary draft AF Form 8. Units will complete the routing and certification of the final AF Form 8 within 30 days of completion of the last requisite. For units with displaced final approving officials, this may be no more than 60 days for final certification.

7.3.9.2. AFMC/DOV will complete AF Form 8 downgrade actions for any crew member that fails the Boldface/CAPS examination administered in conjunction with a formal inspection or Aircrew Performance Evaluation.

7.5.2.1.3. AF Forms 1381 will be maintained in the individual's training folder IAW AFI 11-2FT Volume 1.

8.1.1. Publications within the FCIF may be paper copies as designated in the list in paragraphs **8.1.3.3.1. (Added)** and **8.1.3.3.2. (Added)**, when applicable. Include MAJCOM, center, and local supplements. Flight Crew Information File (FCIF) libraries may be located for dual-use provided the requirements below are met.

8.1.2. Table of Contents. Place a Table of Contents in a separate book and label appropriately. The Table of contents will indicate the location (volume/binder) of listed publications.

8.1.3.2. Volume I, Current Read File. Volume I will be divided into separate sections to allow ease of use. Part A will contain an index of current information to include unit FCIF number, control number, subject, date, and expiration date. Label Part A "Index." Part B will contain current FCIF notices applicable to the unit. Volume I notices may also include notification of changes to aircraft technical orders, directives, and other documents contained with FCIF volumes II-V.

8.1.3.3.1. (Added) Volume II, Publications-Air Force Directives. Volume II will contain USAF publications relevant to the conduct of flight operations to include, as a minimum:

AFI 11-202, Volume 1, *Aircrew Training*

AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*

AFI 11-202, Volume 3, *General Flight Rules*

e*AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*

e*AFI 11-205, *Aircraft Cockpit and Formation Flight Signals*

*AFI 11-207, *Flight Delivery of Fighter Aircraft*

AFI 11-209, *Air Force Participation in Aerial Events*

*AFI 11-214, *Aircrew and Weapons Director Procedures for Air Operations*

eAFI 11-215, *Flight Manuals Program*

AFI 11-217, *Instrument Procedures*

eAFI 11-218, *Aircraft Operation and Movement on the Ground*

eAFI 11-290, *Cockpit/Crew Resource Management Training Program*

AFI 11-301, *Life Support Program*

AFI 11-401, *Aviation Management*

e*AFI 11-410, *Personnel Parachute Operations*

AFI 11-2FT, Volume 1, *Flight Test Aircrew Training* (w/Atch for unit aircraft)

AFI 11-2FT, Volume 2, *Flight Test Aircrew Evaluation Criteria*

AFI 11-2FT, Volume 3, *Flight Test Operations Procedures* (w/Atch for unit aircraft)

e*AFI 13-201, *Airspace Management*.

e*AFI 13-202, *Overdue Aircraft*

eAFI 13-207, *Preventing and Resisting Aircraft Piracy*

e*AFI 13-212V1, *Range Planning and Operations*

e*AFI 24-101, *Passenger Movement*

*AFPAM 11-404, *G-Awareness for Aircrew*

eAFMAN 11-210, *Instrument Refresher Course*

eAFMAN 11-230, *Instrument Procedures*

AFH11-203 Vol 1, *Weather for Aircrews*

e*AFPAM 11-216, *Air Navigation*

e*AFJI 10-220 Volume 1, *Contractor's Flight and Ground Operations*

e*AFJI 10-220 Volume 2, *Government Flight Representative Guidance*

(* - if applicable to unit aircraft/mission)

(e) denotes publications that may be kept electronically. For any publication to be listed electronically it must be completely embedded to include the AFMC supplement and the unit supplement, if applicable. If units keep publications electronically, a single source computer must be made available at the FCIF library location accessing the World Wide Web. This computer may be used for other purposes such as

mission planning, NOTAMs, and weather preflight planning for aircrews, however, the primary use must be for publications access at the FCIF library location.

8.1.3.3.2. (Added) Volume III, Publications-MAJCOM, NAF, Local Directives. Volume III will contain AFMC, Multi-Command, and local directives. Include the following, as a minimum:

AFMCI 11-201, Supervisor of Flying Program

8.1.3.3.3. (Added) Volume IV, Flight Manuals, Modification Flight Manuals, Checklists, Aircrew Aids, Technical Orders. Volume IV will contain technical orders for all unit-assigned aircraft. Aircraft technical orders will include: flight manuals, checklists, and applicable performance, weapons, FCF, air refueling, weight and balance manuals and T.O. 1-1-300. Publications available in digital format and issued to aircrew members will be maintained in Volume IV in addition to required paper copies. Separate copies maintained for SOF/Ops desk use will be paper copies. Maintain one paper copy for each assigned aircraft (if applicable). A paper copy for fly-away use is required when TOs are carried on the aircraft.

8.1.3.3.4. (Added) Volume V, Flight Safety Information.

8.2.2.1. (Added) The AFMC Form 84, **Flight Crew Information File Certification** (or suitable alternate) will be used to document FCIF certification by primary assigned and attached aircrew personnel. Units will develop a Go/No-Go process to ensure aircrews have completed all applicable requirements prior to flight. Primary aircrew must review the FCIF prior to their first flight and then at least once annually. The AFMC Forms 84 need not be maintained for mission support aircrew.

8.2.2.2. (Added) FCIF notices may be issued by AFMC/DOV, Operations Group OGV, Chiefs of Stan/Eval or unit SELOs. FCIF items include information that applies to current ground/flight operations. The issuing authority establishes an expiration date for each FCIF item. FCIF items of a permanent nature need no expiration date, but should be incorporated into local directives when practical. FCIF monitors will conduct a review every 90 days to ensure currency of the file and to remove expired notices. Retain removed notices in a dead file for a period of 120 days. Use AFMC Form 50, **Flight Crew Information File Notice**, as a transmittal sheet for all FCIF entries. Each level of Stan/Eval will develop a local control numbering system and distribute to appropriate units. The FCIF will be posted no later than the following morning after receipt.

8.2.2.2.1. (Added) AFMC FCIFs can be retrieved in digital format from the AFMC WebPages:
<https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/DO/dov.htm>.

8.2.2.3. (Added) If used, Forms 84 annual reviews are annotated on the top section of the form. Indicate FCIF currency for guest aircrews on the flight authorization block #23, AFMC Form 82 or 83, with FCIF number and initials. Old cards must be kept for 1 year. Electronically kept versions should be readily available through a medium that allows for reliable easy access to aircrews and unit supervision. The unit will prescribe backup procedures to the electronic data.

8.2.2.4. (Added) Units will establish procedures to ensure FCIF currency for aircrews operating away from home station.

8.2.2.5. (Added) Aircraft commanders are responsible for ensuring FCIF currency for all crewmembers, to include mission crew.

10.1. **Forms Prescribed.** The following forms have been prescribed in this document and are available in electronic form:

10.1.1. (Added) AFMC Form 59, **Aircrew Flight Evaluation Sheet**

- 10.1.2. (Added) AFMC Form 70, **Standardization/Evaluation Answer Sheet**
- 10.1.3. (Added) AFMC Form 80, **Multiple Qualification Request and Authorization**
- 10.1.4. (Added) AFMC Form 84, **Flight Crew Information File Certification**
- 10.1.5. (Added) AFMC Form 72, **SEFE Objectivity Evaluation Sheet.**

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

CCP—Command Chief Pilot

DFO—Director of Flight Operations

GFR—Government Flight Representative

USAFTPS—United States Air Force Test Pilot School

Terms

Command Chief Pilot—An aircrew assigned to AFMC/DOV or an appointee that assists the HQ Stan/Eval team and conducts flight evaluations on behalf of the headquarters.

Difference (conversion) Evaluation—An evaluation administered to an aircrew qualified in a variant of a particular aircraft. For example, variants of the B-707 airframe, different series of a particular M/D, or different block versions. Difference training is considered Phase I (initial qualification) training.

Evaluation Form—Worksheet used to document any evaluation to prepare the AF Form 8.

Initial Cadre—Those personnel assigned to conduct flight testing of experimental, developmental, or new aircraft for which there are no established formal training programs nor standardized evaluation criteria. Initial Cadre designations are appropriate through Initial Operational Capability.

Letter of “X”s—A document used in AFMC, signed by appropriate authority, that lists each assigned/attached aircrew’s aircraft designation, crew position, and mission qualifications.

Provision—A statement on the front of the AF Form 8 indicating conditions for which the evaluation may satisfy recurring evaluation requirements, usually used for no-notice or out-of-the-eligibility-period evaluations. For example: “Provision: Open and closed book exams due NLT 30 Apr 97.”

Restriction—A statement on the front of the AF Form 8 that places limitations on the duties that may be performed by an aircrew, usually as the result of a failed ground or flight phase event. For example, “Restriction: Examinee will not fly unless under the supervision of an instructor pilot, Day Only, Conus Only”

Senior Flight Examiner—A commander authorized to conduct SPOT evaluations for assigned/attached aircrews.

(Add following to Attachment 3)

This list expands the list of examples of completed AF Forms 8.

Figure A3.6. (Added) Instrument/Qualification Example

CERTIFICATE OF AIRCREW QUALIFICATION				DATE COMPLETED 20040103	
I. EXAMINEE IDENTIFICATION					
NAME (Last, First, Middle Initial)			GRADE		SSAN
Squirrel, Rocket J.			Maj		222-33-4444
ORGANIZATION AND LOCATION			ACFT/CREW POSITION		ELIGIBILITY PERIOD
40 FLTS, Eglin AFB FL			HC-130P/IP		Aug 03-Jan 04
II. QUALIFICATION					
GROUND PHASE			FLIGHT PHASE		
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE
E/H Closed Book	20031221	85	INSTM/QUAL		20040102
E/H Open Book	20031220	100	INSTM/QUAL		20040103
Boldface/CAPS	20031221	Q			
EPE	20040102	I			
Instrument	20031110				
QUALIFICATION LEVEL		RESTRICTION (Explain in Comments) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	ADDITIONAL TRAINING		
QUALIFIED	UNQUALIFIED		DUE DATES		
I			N/A		
EXPIRATION DATE OF QUALIFICATION Jun 05			DATE ADDITIONAL TRAINING COMPLETED N/A		
COMMENTS (If more space is needed, continue on reverse)					
J Closed Book 20031005 100 J Open Book 20031015 95					
MDS Qualifications: C-130E/H/H3; HC-130H/P/N; C/CC-130J; WC-130H					
III. CERTIFICATION					
TYPED NAME AND GRADE		ORGANIZATION	CHECK		SIGNATURE
			CONDUCT	COMPLIANCE	
1	FLIGHT EXAMINER Mark A. Hammer Major	89 FTF/DOV	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	REVIEWING OFFICER Richard Simmons Lt Col	23 TW/OGV	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	FINAL APPROVING OFFICER Roger M. Ramjet Col	23 TW/CC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I CERTIFY that I have been briefed and understand the action being taken this date.					
DATE	TYPED NAME AND GRADE OF EXAMINEE			SIGNATURE	
	Rocket J. Squirrel, Maj				

CERTIFICATE OF AIRCREW QUALIFICATION				DATE COMPLETED 20040103	
I. EXAMINEE IDENTIFICATION					
NAME (Last, First, Middle Initial)			GRADE	SSAN	
Knucklehead, Iam A			Maj	222-33-4444	
ORGANIZATION AND LOCATION			ACFT/CREW POSITION	ELIGIBILITY PERIOD	
15 FLTS, Wayout AFB, AK			T-38A/IP	Aug 03-Jan 04	
II. QUALIFICATION					
GROUND PHASE			FLIGHT PHASE		
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE	
Closed Book	20031221	95	INSTM/QUAL	20040103	
Open Book	20031220	100			
Bold face/CAPS	20031221	Q			
EPE	20040102	I			
Instrument	20031110	98			
QUALIFICATION LEVEL		RESTRICTION (Explain in Comments) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	ADDITIONAL TRAINING		
QUALIFIED	UNQUALIFIED		DUE DATES		
INSTM 1	QUAL/INSTR 3		20040331		
EXPIRATION DATE OF QUALIFICATION Jun 05			DATE: ADDITIONAL TRAINING COMPLETED		
COMMENTS (If more space is needed, continue on reverse)					
<p>RESTRICTIONS:</p> <p>A. SUPERVISED STATUS until a successful QUAL recheck has been accomplished.</p> <p>MDS Qualifications: T-38A/C; AT-38B</p>					
III. CERTIFICATION					
TYPED NAME AND GRADE		ORGANIZATION	CHECK		DATE
			C O O R D I N A T O R	D O C U M E N T A T O R	
1. FLIGHT EXAMINER Mark A. Hammer Major		89 FTF/DO V	<input type="checkbox"/>	<input type="checkbox"/>	20040103
2. REVIEWING OFFICER Richard Simmons Lt Col		23 TW/OGV	<input checked="" type="checkbox"/>	<input type="checkbox"/>	20040112
3. FINAL APPROVING OFFICER Roger M. Ramjet Col		23 TW/CC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20040125
I CERTIFY that I have been briefed and understand the action being taken this date.					
DATE	TYPED NAME AND GRADE OF EXAMINEE			SIGNATURE	
	Rocket J. Squirrel, Maj				

Figure A3.7. (Added) Unqualified Instructor Example

AF IMT 8 CONTINUATION SHEET	
EXAMINER'S REMARKS:	
A. Mission Description: This sortie was flown with the examinee in the right seat in day, IMC conditions. Instrument approaches were flown at Podunk AAF. The PAR was verbally debriefed due to a lack of qualified controllers on station. Emergency procedures and VFR patters were not flown due to ceilings and visibility below required minimums. Maj Squirrel's instrument procedures were excellent.	
B. Discrepancies: None	
Flight Examiner: _____	
Melvin T. Peabody, Capt, USAF 89 FTF/DOV	
2. Examiner's Remarks:	
A. Mission Description: This sortie was completed in the local VFR pattern. Weather was not a factor. Maj Squirrel demonstrated and instructed a simulated two-engine out approach and landing. All remaining required items were completed in an outstanding manner.	
B. Discrepancies: None	

AF IMT 8 CONTINUATION SHEET

EXAMINER'S REMARKS:

A. Mission Description: This sortie was flown with the examinee leading a two-ship recurring qualification sortie. Mission elements included a radar trail departure and 1-v-1 intercepts in R-4104. Instrument approaches and VFR patterns were flown at the local airfield. Maj Knucklehead's instrument procedures were excellent.

B. Discrepancies:

1. Ground. Area C-2, Preflight Inspection (U); Overlooked unsigned "Red X" in AFTO 781 during preflight.

2. Flight.

Area C-8, Full/Flap/Partial Flap landing (U); Shifting aimpoint and high flare, resulting in a sinking, firm and long touchdown, 2500-3000 from threshold.

Area C-9, No Flap Landing (U); Shifting aimpoint and high flare, resulting in a sinking, firm and long touchdown, 3000 from threshold.

Area C-14, System Knowledge (U): Did not know engine operating limits or flap limit airspeeds.

Area E-3, Demonstration and Performance (U): During traffic pattern stalls, Capt Knucklehead attempted to overspeed the flaps upon initial configuration. Evaluator intervention was required. During no-flap approaches, attempted to land without landing clearance. Again, evaluator intervention required.

C. Recommended Addition Training:

Ground: Accomplish two hours self study with emphasis on T-38 operating limits and aircraft forms review. Ground recheck required for area C-14.

Flight: Accomplish a minimum of one IP supervised flight emphasizing traffic pattern stalls, traffic pattern procedures, and landings both fully configured and no-flap. Flight recheck must be accomplished for areas C-8 and C-9.

Approving Officer's Remarks:

Due to the poor performance on this checkride, Capt Knucklehead will no perform IP duties in the T-38 for a period of six months from the date of his recheck. After this six month period, Capt Knucklehead will be reconsidered for entry into the T-38 IP training.

Perry L. Lamy, Brig General, USAF
Director of Operations